

NEIGHBORHOOD ASSISTANCE PROGRAM CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Required for **all donations from individuals or a Trust** made between July 1, 2012 and June 30, 2013

(SEE BACK FOR INSTRUCTIONS BEFORE COMPLETING)

Donations must be made **directly** to the approved NAP organization with no strings attached and without any conditions or expectation of monetary or other benefits from the NAP organization.

PART I TO BE COMPLETED BY DONOR (TYPE or PRINT ONLY)

<p>_____ Name of Trust (if applicable)</p> <p>1. (Mr./Mrs./Ms./Dr.) _____ (Circle One) Name of Individual donor or Trustee of Trust (one name only)</p> <p>2. _____ Address</p> <p>_____ City, State, Zip Code</p> <p>_____ Telephone Number With Area Code</p> <p>3. Social Security #/Fed ID #: _____ (Required for Tax Documentation)</p> <p>Use Fed. ID # for Trust, if applicable</p> <p>4. Is donation from a Trust? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Trust donations follow business guidelines and must meet the minimum donation value of \$616</p>	<p>5. Donation Type: Cash ____ Marketable Securities ____</p> <p>6. Date of donation: ____/____/____ to ____/____/____ (Actual date of donation / Beginning to ending date)</p> <p>7. Value of donation: \$ _____</p> <p>The minimum \$500 donation must be met between July 1 and December 31 or between January 1 and June 30 to qualify for an individual NAP tax credit.</p> <p>A maximum of \$50,000 in tax credits per taxable year will be imposed for an individual or married couple.</p> <p>Only cash or marketable securities are eligible for individual NAP tax credits.</p> <p>Each type of donation requires a separate CNF and must meet the minimum requirements.</p>
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NOTE: Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation or when tax-related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor. The value of the tax credit is equal to 65% of the donation's value.

PART II CERTIFICATION BY DONOR

I certify that the above information is accurate and describes a donation made to the Neighborhood Assistance Organization. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services. Please sign, date, and return this form to the NAP organization for completion. A tax credit certificate will be mailed to you from the Department of Social Services.

Date Signature of Donor

PART III TO BE COMPLETED BY THE NAP ORGANIZATION (TYPE or PRINT ONLY)

I certify that the above individual or trust has made the donation indicated above to this organization and I have documentation supporting the donation. I understand that if I falsify information, I may be subject to penalties prescribed by the Virginia Departments of Taxation and Social Services.

1. _____ 2. Project I.D. #: _____
(Organization Name as listed on Approval Certificate) (See Organization Approval Certificate)

3. Organization Address: _____ Phone #: _____
(Street, City, State, Zip Code) (Include Area Code)

4. Neighborhood Assistance Organization Approval Year: 07 / 01 / 2012 - 06 / 30 / 2013

Date Signature of Neighborhood Assistance Organization Designee

INSTRUCTIONS FOR CONTRIBUTION NOTIFICATION FORM E (CNF-E)

Use for all donations from individuals or a trust made between July 1, 2012 and June 30, 2013.

Directions

Trust Donations	Individual Donations
Donation value must be at least \$616 Items 1-2: Name of Trust, Name of the Trustee, mailing address and phone number Item 3: Federal ID # (if applicable) or Social Security # used for Trust Item 4: Mark 'Yes' Item 5: Check one type of donation. Each type of donation requires a separate CNF and must meet the \$616 minimum requirement. Item 6: Enter the actual date or dates (beginning and ending) over which donation was given. Item 7: No tax credit will be issued for a donation of less than \$616. No more than \$175,000 in tax credits may be issued to a Trust in any program year. Trust donations must follow all business donation guidelines for the Neighborhood Assistance Program. For more information contact The Neighborhood Assistance Program at nap@dss.virginia.gov . Form-PTE will be mailed to you with your NAP Tax Credit Certificate. Complete Form-PTE and mail the form and a copy of the tax credit certificate to the Virginia Department of Taxation.	Donation value must be at least \$500 Items 1-2: Name of individual who made the donation, mailing address and phone number of individual. Please circle or underline appropriate title – Mr./Mrs./Ms./Dr. Use <u>one name only</u>. Item 3: Social Security # of donor is required for tax purposes. Item 4: Mark "No" Item 5: Check one type of donation. Each type of donation requires a separate CNF and must meet the \$500 minimum requirement. Item 6: Enter the actual date or dates (beginning and ending) over which donation was given. The minimum \$500 cash donation must be met between July 1 and December 31 or between January 1 and June 30 to qualify for an individual NAP tax credit. Item 7: No tax credit will be issued for a donation of less than \$500. A maximum of \$50,000 in tax credits per taxable year will be imposed for an individual or married couple. The value of the tax credit is equal to 65% of the donation's value. Only cash or marketable securities are eligible for individual NAP tax credits. Merchandise/goods, services, real estate, etc. are not eligible.

Sign and date the certification. Return the CNF to the NAP organization.

General:

- Donations must be made **directly** to the approved NAP organization with no strings attached and without any conditions or expectation of monetary or other benefits from the NAP organization.
- Discounted property (partial donations) or bargain sales are not allowable for NAP donations.
- Determining the effect of making a donation for tax credits on a donor's tax liability is the sole responsibility of the donor. Before making a donation, or when tax-related questions occur, donors are encouraged to seek advice from their tax accountant or other tax advisor.
- NAP approved organization must retain a copy of the supporting documentation (see Reference Sheet) in their files, attach a copy of the check to the CNF-E, and mail to DSS. Failure to follow these guidelines may result in loss of donor's tax credit.
- For more information contact The Neighborhood Assistance Program at nap@dss.virginia.gov.

NOTE: Incomplete and/or illegible Contribution Notification Forms will be returned.